



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Tappan Gym and 3rd Floor Renovation
CTA Change Order No. 2 (FY 21)

DATE: April 12, 2020

On the Calendar this week, the Building Department has submitted a request for Change Order Approval for the subject project in the amount of \$15,699.15. The subject project was approved as part of the High School Project and was designed by Willian Rawn Associates.

The OPM has reviewed the change order and is recommending approval. Please refer to the Hill letter April 6, 2021 for further explanation of the change.

The Building Department is available to answer any questions you may have. Thank you for your consideration.

HILL
Hill International

Hill International, Inc.
75 Second Avenue, Suite 300
Needham, MA 02494
Tel: 617-778-0900
Fax: 617-778-0999
www.hillintl.com

April 6, 2021

Mr. Ray Masak, P.E.
Project Manager
Town of Brookline Building Department
333 Washington Street
Brookline, MA 02445

RE: Recommendation to approve CTA Change Order 002

Dear Mr. Masak:

Under separate cover, CTA Construction Managers is submitting original copies of Change Order 002 for the Brookline High School Tappan Gym and 3rd Floor Renovation for acceptance by the Town of Brookline (ToB). Hill and WRA have previously reviewed, negotiated where applicable, and agree that all items listed in this Change Order are fair, reasonable for the described scope of work, and are compensable adjustments to the Lump Sum Contract. This change order is being funded from owner's contingency. The total **\$15,669.15 increase**.

The PCO is categorized as follows:

- (1) PCO's is the result of Owner Changes for CTA to carry Builders Risk Insurance in lieu of the Owner.

An itemized summary is following:

PCO#	Description	Current Amount	Reason Code
002	General Contractor to carry property insurance in lieu of Owner per Article 11.3.1.2 of General Conditions (spec 007200). CTA was not previously instructed to carry the insurance in the base bid. Therefore they have to carry it now.	\$15,669.15	Owner Changes

In accordance with article 11.3.1.2

If the owner does not intend to purchase such property insurance required by the Contract and with all of the coverages in the amount described above, the Owner shall so inform the Contractor in writing prior to commencement of the Work. The Contract may then effect insurance which will protect the interest of the Contractor, Subcontractors and Sub-Subcontractors in the Work, and by appropriate change order the cost thereof shall be charged to the Owner.

Based on the above, Hill recommends to ToB approval of Change Order 002 to CTA Construction Managers lump sum contract.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Andy Vo', with a stylized flourish at the end.

Andy Vo, PMP, CCM, LEED AP, MCPPO
Sr. Project Manager

TOWN OF BROOKLINE
333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 09-Apr-21

TO:	CTA Construction Managers 400 Totten Pond Road Waltham MA 02451
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Purchase Order Number
21201438

Vendor Number
33542

BUDGET \$7,821,340.00
BALANCE \$8,087,985.15

FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT
		254C204		6C0002

PAYMENT AMOUNT
\$15,669.15

FOR: Brookline High School - Tappan Gym

Amendment	Date	
2	4/1/2021	Builders Risk Insurance

AMOUNT
\$15,669.15

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

SCHOOL COMMITTEE

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



PCCO #002

CTA Construction Managers
400 Totten Pond Road
Waltham, 02451
Phone: (781) 786-6600

Project: 2020-02 - Brookline High School Tappan Gym and 3rd Floor
Renovation
115 Greenough St
Brookline, Massachusetts 02445

Prime Contract Change Order #002: Owner Change Order 002

TO:	Town of Brookline 333 Washington Street, 3rd Floor Brookline, Massachusetts 02445	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham, Massachusetts 02451
DATE CREATED:	4/01/2021	CREATED BY:	Steve Taylor (CTA Construction Managers, LLC)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	04/01/2021
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	1: Brookline High School Tappan Gym and 3rd Floor Renovation	TOTAL AMOUNT:	\$15,669.15

DESCRIPTION:
Owner Change Order 002

Please see attached backup.

PCO's Included:
PCO 002r2 - Builders Risk Insurance

ATTACHMENTS:
[PCO 002r2 - Builders Risk Insurance.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
002r2	CE #002 - Builders Risk Insurance		\$15,669.15
Total:			\$15,669.15

CHANGE ORDER LINE ITEMS:

PCO # 002r2: CE #002 - Builders Risk Insurance

#	Cost Code	Description	Type	Amount
1	01-000 - Purpose	Insurance premiums	other	\$14,923.00
2		Administration costs		\$746.15
Subtotal:				\$15,669.15
Direct Work OHP (0.00% Applies to other, other, other, other, other, other, other, and CTA Direct.):				\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):				\$0.00
B&I (0.00% Applies to all line item types.):				\$0.00
Grand Total:				\$15,669.15


LOM

The original (Contract Sum)	\$7,821,340.00
Net change by previously authorized Change Orders	\$250,976.00
The contract sum prior to this Change Order was	\$8,072,316.00
The contract sum will be increased by this Change Order in the amount of	\$15,669.15
The new contract sum including this Change Order will be	\$8,087,985.15
The contract time will not be changed by this Change Order.	


WRA Team (William Rawn Associates)
10 Post Office Sq. Suite 1010
Boston, Massachusetts 02109

Town of Brookline
333 Washington Street, 3rd Floor
Brookline, Massachusetts 02445

CTA Construction Managers, LLC
400 Totten Pond Road, 2nd Floor
Waltham, Massachusetts 02451

 2021-04-01
SIGNATURE DATE

SIGNATURE DATE

 4/2/21
SIGNATURE DATE



PCO #002r2

CTA Construction Managers
400 Totten Pond Road
Waltham, 02451
Phone: (781) 786-6600

Project: 2020-02 - Brookline High School Tappan Gym and 3rd Floor
Renovation
115 Greenough St
Brookline, Massachusetts 02445

Prime Contract Potential Change Order #002r2: CE #002 - Builders Risk Insurance

TO:	Town of Brookline 333 Washington Street, 3rd Floor Brookline Massachusetts, 02445	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham Massachusetts, 02451
PCO NUMBER/REVISION:	002r2 / 0	CONTRACT:	1 - Brookline High School Tappan Gym and 3rd Floor Renovation
REQUEST RECEIVED FROM:		CREATED BY:	Steve Taylor (CTA Construction Managers, LLC)
STATUS:	Pending - In Review	CREATED DATE:	3/19 /2021
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$15,669.15

POTENTIAL CHANGE ORDER TITLE: CE #002 - Builders Risk Insurance

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #002 - Builders Risk

PCO 002r2 4/1/21:

Updated to reflect administrative fees as discussed.

PCO 002r1 3/23/21:

Updated to reflect negotiation on OHP.

PCO 002

The Contractor will provide property insurance in lieu of Owner per Article 11.3 of the General Conditions (spec 007200) and per the attached proposal. This proposal is for a one year increments of this policy. Should the need arise, a separate proposal will be provided for any insurance coverage needed after the one year date.

In accordance with article 11.3.1.2

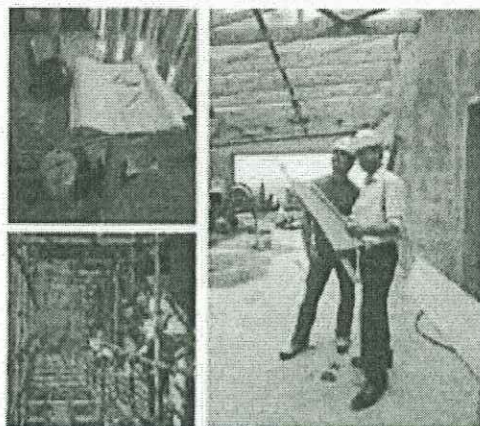
If the owner does not intend to purchase such property insurance required by the Contract and with all of the coverages in the amount described above, the Owner shall so inform the Contractor in writing prior to commencement of the Work. The Contract may then effect insurance which will protect the interest of the Contractor, Subcontractors and Sub-Subcontractors in the Work, and by appropriate change order the cost thereof shall be charged to the Owner.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	01-000 - Purpose	Insurance premiums	other	\$ 14,923.00
2		Administration costs		\$ 746.15
Subtotal:				\$15,669.15
Direct Work OHP: 0.00% Applies to other, other, other, other, other, other, other, and CTA Direct.				\$ 0.00
Subcontractor OHP: 5.00% Applies to Filed Sub Bidder and CTA Sub.				\$ 0.00

B&I: 0.00% Applies to all line item types.		\$ 0.00
Grand Total:		\$15,669.15

Thank you for considering Acadia Insurance for your builders' risk insurance needs. The following document provides you with a quote for builders' risk coverage. Any questions about the information presented can be addressed by your independent insurance agent.



Your Local Builders' Risk Specialists

We have years of experience writing builders' risk for residential and commercial projects throughout the Northeast. We provide superior service and fast turnaround so you can stay focused on the project at hand.

- ✓ All construction types
- ✓ New construction
- ✓ Renovations
- ✓ Rehabilitations
- ✓ Pro-rata cancellation of policies for projects completed ahead of schedule

Local Claim and Loss Control

Specialists

We pride ourselves on delivering local service and expertise to our customers. We have local Claims and Loss Control representatives in each state who are ready to assist you to help you mitigate your exposure.

Flexible Billing Options

Pay Plan Types	Premium Threshold
Full Pay	All
Two Pay	All
Four Pay	All
Nine Pay	\$10,000
Ten Pay	\$10,000
Electronic Funds Transfer 12 Pay	All

Closer Coverage delivered in the Northeast, with offices located in:

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LOCAL MARINE INSURANCE EXPERTS

AcadiaMarine™

TO: Ed Bornstein

FROM: Matthew Dunn

COMPANY: Charles River Insurance Brokerage

DATE SENT: Friday, March 12, 2021

Named Insured: CTA Construction Co Inc.

Mailing Address: 400 Totten Pond Rd., Waltham, MA 02451

Thank you for submitting the captioned account. Please review this quotation carefully as the terms and conditions may be different than requested.

This quote is valid for 60 days from the date sent or until the effective date shown below, whichever comes first.

Policy Period: Twelve Months

Effective Date: 03/15/20

Expiration Date: 03/15/21

Company: Acadia Insurance Company (a W.R. Berkley Company)

Coverage: Builders' Risk

Coverage Form: AAIS IM 7050 08 12 Builders' Risk Coverage

Covered Perils: Risks of direct physical loss or damage subject to the terms and conditions and exclusions in the policy forms as specified below.

Project Description: Upgrades to the Tappan Gym and High School third floor per the specifications provided to the company.

Construction Type: Joisted Masonry

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LOCAL MARINE INSURANCE EXPERTS

AcadiaMarine™

CATASTROPHE LIMIT:

\$8,763,340

The Company will pay no more than the above Catastrophe Limit in any one occurrence and the following Sublimits-per Occurrence are not in addition to, the Catastrophe Limit.

SCHEDULED JOBSITES

Address:

Sublimits-per Occurrence:

1. 66 Tappan St, Brookline, MA 02445
115 Greenough St., Brookline, MA 02445

\$7,821,340

COVERAGE EXTENSIONS

Sublimits-per Occurrence

Additional Debris Removal Expenses	\$250,000
Emergency Removal	10 Days
Emergency Removal Expenses	\$25,000
Fraud And Deceit	\$25,000
Waterborne Property	\$100,000
Limited Fungus Coverage	\$25,000

SUPPLEMENTAL COVERAGES

Sublimits-per Occurrence

Expediting Expenses	\$100,000
Expense To Re-Erect Scaffolding	\$100,000
Fire Department Service Charges	\$25,000
Ordinance Or Law (Undamaged Parts)	Included per Form
Ordinance Or Law (Increased Cost)	\$250,000
Personal Property	\$50,000
Pollutant Cleanup And Removal	\$100,000
Sewer Backup	\$50,000
Temporary Locations	\$500,000
Transit	\$500,000
Trees, Shrubs And Plants	\$100,000
Rewards	\$10,000

ADDITIONAL ENDORSEMENT COVERAGES

Contract Penalty - IM 7073	\$25,000
Blue Prints and Construction Documents - IM 7964	\$25,000
Claim Preparation Expense Coverage - IM 7965	\$25,000
Contract Change Order Coverage - IM 7975	\$25,000
Defects, Errors and Omission - CLIM 5062	\$500,000
Key Coverage - CLIM 5068	\$2,500
Construction Trailers - Any One Occurrence	\$25,000

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 **Acadia**
INSURANCE

Acadia Insurance Company

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EQUIPMENT BREAKDOWN AND TESTING

Property Damage	\$8,763,340
Testing	Included

SUPPLEMENTAL COVERAGES | EQUIPMENT BREAKDOWN AND TESTING

Pollutants	\$25,000
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DELAY IN COMPLETION

Additional Construction Expenses	\$50,000
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Additional Soft Costs

30-Day Limit -- The most "we" pay for additional soft costs in any 30-day period is:	\$392,000
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Occurrence Limit -- The most "we" pay in any one occurrence for additional soft costs is:	\$392,000
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BUSINESS INCOME | DELAY IN COMPLETION

30-Day Limit -- The most "we" pay for loss of business income in any 30-day period is:	No Coverage
--	-------------

Occurrence Limit -- The most "we" pay in any one occurrence for loss of income is:	No Coverage
--	-------------

RENTAL INCOME | DELAY IN COMPLETION

30-Day Limit -- The most "we" pay for loss of rental income in any 30-day period is:	No Coverage
--	-------------

Occurrence Limit -- The most "we" pay in any one occurrence for loss of income is:	No Coverage
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OPTIONAL COVERAGES | DELAY IN COMPLETION

Sewer Backup Coverage	\$50,000
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LOCAL MARINE INSURANCE EXPERTS

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COVERAGE EXTENTIONS | DELAY IN COMPLETION

Expenses To Reduce A Loss	Coverage Provided
Ordinance Or Law	Coverage Provided
Interruption By Civil Authority	Two Weeks
Limited Fungus Coverage	10days

SUPPLEMENTAL COVERAGES | DELAY IN COMPLETION

General Administration Expenses	\$50,000
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WAITING PERIOD

Number of Days	7 Days
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EARTHQUAKE AND FLOOD

Earthquake Building Limit	\$7,821,340
Earthquake Occurrence Limit	\$7,821,340
Earthquake Catastrophe Limit	\$7,821,340
Flood Building Limit	\$7,821,340
Flood Occurrence Limit	\$7,821,340
Flood Catastrophe Limit	\$7,821,340

Sub-limits of Liability are part of and not in addition to the overall Catastrophe Limit.

DEDUCTIBLE(S)-per Occurrence

\$2,500

For all Covered Causes of Loss except:

A. Loss or damage in any one occurrence caused by, or resulting from, earth movement.	\$25,000
B. Loss or damage in any one occurrence caused by, or resulting from, flood.	\$25,000

COINSURANCE: 90%

VALUATION: Replacement Cost

PERMISSION TO OCCUPY

Permission to occupy is granted.

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OPTIONAL COVERAGES AND ENDORSEMENTS

IM 7061 09 11 Delay In Completion Coverage Part
 IM 7083 08 10 Equipment Breakdown And Testing Coverage
 IM 7085 09 08 Earthquake And Flood Coverage Endorsement
 Choose an item.

RATES

<u>Coverage Type</u>	<u>Policy Rate</u>	<u>Annual Premium</u>
Physical Damage	\$0.1615 Per \$100 Value (Annual)	\$12,631
Equipment Breakdown & Testing	\$0.0066 Per \$100 Limit (Annual)	\$578
Delay In Completion	\$0.1100 Per \$100 Limit (Annual)	\$431
Defects Errors Omissions	\$0.1000 Per \$100 Limit (Annual)	\$500
Earthquake	\$0.0050 Per \$100 Limit (Annual)	\$391
Flood	\$0.0050 Per \$100 Limit (Annual)	\$391

Policy Premium: \$14,923

TRIA Premium: \$418 Optional - TRIA Rate 2.8%

Total Policy Premium Including TRIA: \$15,341

This Insured is entitled to a Pro-Rata refund of unearned premium upon project completion.

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Extensions:

If construction is not complete by the expiration date listed above and an extension is requested and approved, we reserve the right to change terms, conditions and rates.

Exclusions: Refer To Coverage Form and Applicable Endorsements

Subject To: Receipt and review of the following prior to binding.

Breakdown of limits per building
Stamped structural engineering plans

Thank you for the opportunity!

Matthew Dunn

Acadia Insurance is backed by the solid financial strength of W.R. Berkley Corporation, a Fortune 500 Company and A+ (Superior) rated carrier by A.M. Best. So you can feel confident in our long-term strength and stability. For more information about W.R. Berkley, visit www.wrberkley.com.

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LOCAL MARINE INSURANCE EXPERTS

AcadiaMarine™

Named Insured: CTA Construction
Effective: 3/15/20

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, (the "Act"), that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act. The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Coverage under your policy is affected as follows:

For property located in standard fire policy states, there are state statutory exceptions covering certain fire losses if you decline coverage for "acts of terrorism" defined under the Act. If an "act of terrorism" certified under the Act results in fire, we are required to pay for the loss or damage caused by that fire. Such coverage for fire applies only to direct loss or damage by fire to covered property and is subject to any limitations of any terrorism exclusion, or inapplicability or omission of a terrorism exclusion. This notice does not serve to create coverage for any loss which would otherwise be excluded under your policy.

The portion of your premium that is attributable to coverage for direct loss or damage that is caused by an "act of terrorism" certified under the Act and where fire ensues is \$418, and does not include any charges for the portion of losses covered by the United States Government under the Act. Note, this premium is applied to your policy regardless if you accept or decline coverage for "acts of terrorism" below.

You should know that where coverage is provided by this policy for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States Government under a formula established by federal law. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss that may be covered by the Federal Government under the Act.

You should also know that the Act contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

Acceptance or Rejection of Terrorism Insurance Coverage

<input type="checkbox"/>	I hereby elect to purchase terrorism coverage, subject to the limitations of the "Act" for acts of terrorism as defined by the "Act" for a prospective premium of <u>\$418</u> (including the fire following premiums above).
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature

Print Name

Date

Acadia Insurance Company
Insurance Company

Quotation/ Policy Number

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